MAY 16 1997

IN REPLY
REFER TO   AQACP

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
                DISTRICTS

SUBJECT: DCMC Policy Memorandum No. 96-81 ALERTS Program
           Management (Update)

    This is a Policy memorandum which updates the Program
Management structure for ALERTS. The memorandum expires
June 1, 1998.

    Effective immediately, DCMC Program Management of the ALERTS
Program will be performed in accordance with the attached
charter.

                            ROBERT W. DREWES
                            Major General, USAF
                            Commander

Attachment

PROGRAM MANAGER DESIGNATION

In accordance with DoDD 5000.1, we hereby designate

Lt Col Brian Brodfuehrer, USAF

as the Program Manager for

The DCMC ALERTS System

As Program Manager (PM), you will perform as the DCMC centralized manager for your assigned program, reporting directly to the Director, Procurement CIM Systems Center and the Commander, Defense Contract Management Command.
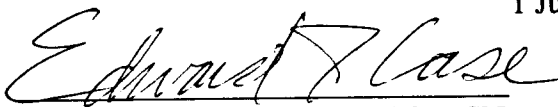
You will be the responsible management official, provide overall direction and guidance for the development and acquisition of your assigned program. You are responsible for cost estimating, planning, programming, and budgeting for the program.

You will place primary management emphasis on satisfaction of program requirements, program integration, testing and evaluation, training, system fielding, maintenance support, and program control and reporting.

You are hereby delegated the full line authority of the Director, Procurement CIM Systems Center and the Commander, Defense Contract Management Command, for the centralized management of your program.

Unless sooner terminated, this appointment will remain in effect so long as you are assigned to the Defense Logistics Agency.

1 June 1997

EDWARD J. CASE, CAPT, SC, USN
Director
Procurement CIM Systems Center

ROBERT W. DREWES, Maj Gen, USAF
Commander
Defense Contract Management Command

Program Manager's Charter
for
The DCMC ALERTS System

1.0 PROGRAM IDENTIFICATION.

1.1 The program name is ALERTS.

1.2 This charter will be reviewed prior to the execution of each phase of the program and updated as required. When there are substantial changes to the responsibilities of the parties mentioned herein, this charter will be updated to reflect these changes.

2.0 OBJECTIVE, SCOPE AND MAJOR ACTIVITIES.

2.1 The objective of ALERTS is to establish an automated delivery surveillance system for contracts administered by the Defense Contract Management Command (DCMC). The system will significantly augment delivery surveillance information currently available through the Mechanization of Contract Administration Services (MOCAS) system and will ultimately receive automatic downloads from the Shared Data Warehouse (SDW) to ensure the databases are synchronized. The system will serve as a communication and management tool internally within DCMC and externally to DCMC customers.

2.2 The scope of ALERTS includes all DCMC activities, to include itinerant employees, and all DCMC customers who wish to access the system. The system will be client/server based and operate in both NOVELL and NT environments. Access to the system will be via Local Area Network (LAN) and internet or dial-in from remote sites.

2.3 The major activities of ALERTS are to:

a. Provide automated information exchange capabilities among DCMC contract surveillance teams, their managers, and customers.

b. Generate reports to measure workload and provide management oversight.

c. Provide a vehicle to report actual and potential problems affecting contract delivery schedules.

d. Allow customers to enter requests for priority surveillance such as Customer Priority Lists or requests for accelerated product delivery.

e. Provide users with information regarding personnel assigned to contract administration teams, contractors' addresses and phone numbers, and listings of current contracts by contractor.

f. Have a security feature which allows Contract Administration Offices (CAO's) full access to the system and allows customers to access only the Customer Priority Surveillance System (CPSS) module.

g. Allow CAO's to input functional delegation contracts into the ALERTS database.

h. Be designed to process data in compliance with year 2000 requirements.

i. Include word processing/spell check capability.

j. Allow for two identical Command-wide ORACLE databases, one at each District and a CAO-specific ORACLE database at each CAO.

k. Use commercial off-the-shelf software/applications to the maximum extent possible.

l. Store contract data for a period of three years.

m. Have the capability to recover and restart after hardware, software, or power failures. (All the above to be provided at CONUS DCMC locations--Phase I of ALERTS.)

n. Maintain a data structure which facilitates linkage to the Shared Data Warehouse (SDW) for database integrity/refreshes (minimum nightly), automatic population of ALERTS data fields in lieu of manual entry, and the feed of Revised Delivery Forecast (RDF) data into SDW (Phase II).

o. Deploy the system to DCMDI and replace the ALERTS master database and access modules with direct access to SDW via World Wide Web (WWW) or related technology (Phase III).

3.0 AUTHORITY AND ACCOUNTABILITY.

3.1 Authority.

3.1.1 The ALERTS Program Manager (PM) is the central executive authorized to manage and execute the program objectives of the ALERTS program. The PM has the authority to manage the program, within the approved baseline, and to accomplish the program objectives. This authority includes directing resources for approved programs and initiatives, tasking other activities in support of the approved program, and contacting other DoD agencies and the private sector for information related to the program.

3.1.2 The PM has the authority to direct activities which will commit resources budgeted for and assigned to support ALERTS program requirements.

3.1.3 The PM has the authority to obtain support services as necessary to satisfy ALERTS program requirements.

3.1.4 The PM has the authority to initiate contacts and form agreements with field commanders to obtain resources and expertise required to satisfy program requirements.

3.1.5 The PM has the authority to ensure centralized direction, management, integration, and coordination over the preparation, submission, and justification of resource requirements to develop, test, and field the ALERTS system.

3.2 Accountability.

3.2.1 The PM will receive program functional requirements from the functional sponsor, DCMC/AQOG.

3.2.1 The PM will report directly to the Director, Procurement CIM Systems Center and the Commander, Defense Contract Management Command for guidance and oversight. The Commander, Defense Contract Management Command will be the Milestone Decision Authority for the ALERTS program as it moves from Phase I to Phases II and III.

4.0 RELATIONSHIPS and RESPONSIBILITIES

4.1 The ALERTS PM receives functional requirements from DCMC/AQOG, but is ultimately responsible to the Director, Procurement CIM Systems Center and the Commander, Defense Contract Management Command for successful execution of the ALERTS program.

4.2 The ALERTS PM receives budget/funding and day-to-day management oversight from the Director, Procurement CIM Systems Center.

4.3 Each DCMC District will nominate a Program Manager to manage the ALERTS program for their District, coordinate their activities with other DCMC Districts, and support the DCMC Headquarters ALERTS PM in program execution. These individuals will receive direction and guidance from the DCMC ALERTS PM, and they will be instrumental in the planning and execution of the program. The District ALERTS PMs are responsible for keeping their management chain apprised of ALERTS program activities, to include potential risk and/or problem areas and resource requirements. The District ALERTS PMs are also responsible for forming and managing Integrated Product Teams to support all areas of the program, including but not limited to: contractor and schedule oversight, training, resolution of technical issues, documentation requirements,

infrastructure requirements, financial management, testing, deployment, customer liaison, security, and operations & support of the fielded system.

4.4 The Commander, Defense Contract Management Command, will provide program approval and overall direction for Headquarters and District support of the ALERTS program, to include the commitment of resources.

4.5 The DCMC Headquarters ALERTS PM will:

     a. provide direction and management of the ALERTS program to meet the requirements established by the functional sponsors.

     b. provide weekly status of the program to the functional sponsor, the Director, Procurement CIM Systems Center, the Commander, Defense Contract Management Command, DCMDE, DCMDW, and DCMDI Commanders and their designated ALERTS Program Managers.

     c. initiate, coordinate, and implement all system, functional, technical and program management plans required to support ALERTS. These plans/documents shall be developed with the assistance of the functional sponsor and District ALERTS PMs.

     d. schedule and track program expenditures in conjunction with District PMs and the Defense Systems Design Center (DSDC). Develop, in conjunction with District PMs and DSDC, budget and POM submissions, if required, for ALERTS including funding for: deployment, application software acquisition, application software maintenance, training, equipment, travel, and logistics support.

     e. prepare, coordinate, and maintain the Approved Program Baseline. Report to the MDA if breaches are anticipated or experienced.

     f. oversee, in conjunction with the District PMs and DSDC, site preparation and support, testing, training, installation, acceptance, organizational impacts, configuration management, communications, and security.

     g. ensure that telecommunications, hardware, and infrastructure requirements to support ALERTS and required interfaces with other systems are identified and coordinated with field and customer personnel in sufficient time to permit them to plan, fund, acquire and install necessary hardware and software prior to system deployment.

     h. identify, in conjunction with DSDC and District PMs, any risks to successful program execution and develop strategies to mitigate or eliminate potential risks.

5.0 ORGANIZATION AND LOCATION.

5.1 The DCMC HQ PM is assigned to HQ Defense Logistics Agency, DCMC/AQAC-P, Room 3631, 8725 John J. Kingman Road, Suite 2533, Ft Belvoir, VA 22060-6221.

5.2 DCMDE and DCMDW will assign Program Managers at their respective District Headquarters. DCMDI will assign a liaison officer for ALERTS until Phase III planning begins, at which time the Commander will designate a DCMDI ALERTS Program Manager.

6.0 ALERTS PROGRAM CHARTER CANCELLATION.

6.1 This charter will remain in effect as long as a requirement exists for the ALERTS program to be centrally managed.

6.2 The ALERTS program will be reviewed periodically to determine if the program has accomplished its objectives. If the review indicates the program objectives have been, or are about to be accomplished, a transition plan shall be developed by the PM and approved by the Commander, Defense Contract Management Command, to ensure smooth disposition of remaining resources, responsibilities, and functions. Provisions of this charter may be revised by the Director, Procurement CIM Systems Center and/or the Commander, Defense Contract Management Command.

7.0 PROGRAM CHARTER APPROVAL.

Director, Procurement CIM Systems Center

Commander, Defense Contract Management Command